



VIA E-MAIL

July 9, 2019

Cathy Skoglund  
[REDACTED]  
[REDACTED]  
[REDACTED]

*Re:     Office of Equity and Inclusion Administrative Investigation*

Dear Ms. Skoglund:

The ASU Office of Equity and Inclusion (OEI) is responsible for investigating complaints brought under ASU's policy ACD 401, *Prohibition Against Discrimination, Harassment, and Retaliation*. Upon receipt of a complaint from a female subordinate alleging that you distributed materials and told jokes of a sexual nature in the workplace, OEI conducted a thorough investigation.

As explained more fully in my June 24, 2019 letter to you, upon completing the investigation and after considering all of the facts and circumstances, the OEI investigator determined that you violated ACD 401. Based on a preponderance of the evidence, I concurred with the OEI investigative findings, and concluded that you violated ACD 401. As a result, I informed you by letter dated June 24, 2019, of my intent to terminate your employment. However, prior to finalizing that decision, I extended you an opportunity to meet with Jill Andrews to provide any additional information for my consideration.

I have reviewed the information you provided Jill during that meeting. The information does not alter my conclusion that you violated ACD 401. For the foregoing reasons, your employment with ASU is terminated, effective immediately, and you are not eligible for rehire. This concludes the complaint review process.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Dillon".

Daniel Dillon  
Senior Vice President & Chief Marketing Officer  
Enterprise Marketing Hub

cc: Jodi Preudhomme, Title IX Coordinator  
Jill Andrews, Managing Director, Creative Services and Marketing Enterprise Marketing Hub

**Enterprise Marketing Hub**  
Centerpoint Bldg. A 660 South Mill Avenue, Suite 401 Tempe, AZ 85281  
P.O. Box 875011 Tempe, AZ 85287  
**P: (480) 727-5440 F: (480) 727-7494**



Your final paycheck will be available seven (7) days following your effective termination date, and can be picked up in Payroll, which is located at ASU, University Services Building (USB), 1551 S. Rural Road, Tempe, AZ 85287. Please note because term checks are usually issued out of the pay cycle, they require a manual warrant, and are therefore not direct deposited. You will be paid your regular rate of pay through July 9, 2019. Your final paycheck will also include any unused, accrued vacation, which will not exceed the amount earned for one year of service, as determined by length of service and FTE per SPP 702-01 - Vacation Leave Benefit. The standard payroll deductions will be withheld from this final check.

Attached, you will find an "Information Sheet for Exiting Employees." This form provides information on benefits coverage, vacation, and final wages. If you have questions about your benefits, you may contact the Office of Human Resources, Employee Service Center (ESC), at 1-855- 278-5081 for further assistance.

In releasing you from your job duties and responsibilities, effective today, July 9, 2019 you are no longer authorized to act on behalf of the Enterprise Marketing Hub and the Print and Imagine Lab. As a result, you should not need to return to the Print and Imaging Lab offices or any of its affiliated locations for business purposes after today.

Your current ASUrite login with access to the exchange server/Outlook will no longer be active after today. Please retrieve any personal items from your account that you may need by the end of today.

Jessica Dobbs will be available to meet with you to arrange a time that is mutually acceptable to return to the office to collect your personal belongings and return any university assets that are in your possession. Please make arrangements to meet with her this week.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Dillon".

Daniel Dillon  
Senior Vice President & Chief Marketing Officer  
Enterprise Marketing Hub

cc:

Department File  
OHR Personnel Records File

Attachments: [Information Sheet for Exiting Employees](#)

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# Information for exiting employees

**Benefits are effective through the last day of the pay period in which you separate from employment.**

**This information is intended as an overview, is not binding and is subject to change at any time. Vendor contracts, university policies and state and federal regulations govern eligibility and coverage.**

## Health coverage continuation (COBRA)

You may extend your medical, prescription, dental and vision coverage up to 18 months after separation. You pay the full premium cost plus a 2% administrative charge. The Arizona Department of Administration Benefit Services Division will mail information to your home.

**ADOA BSD** | 602-542-5008 | [benefitoptions.az.gov/](http://benefitoptions.az.gov/)

You may be eligible to continue your Health Care FSA through the end of the plan year. ASIFlex will mail information to your home, if applicable.

**ASIFlex** | 800-659-3035 | [asiflex.com](http://asiflex.com)

## Life insurance continuation

Both Aetna and Hartford offer conversion and portability options to continue coverage.

**Aetna** | 877-503-3448  
**Hartford** | 877-320-0484

Contact the **HR Employee Service Center** for forms.

855-ASU-5081 855-278-5081 | [HRESC@asu.edu](mailto:HRESC@asu.edu)

## Disability insurance

Short- and long-term disability coverage ends, unless you were on approved leave of absence and receiving disability benefits at the time of separation.

## Mandatory retirement plans

**Arizona State Retirement System**  
602-240-2000 | [www.azasrs.gov](http://www.azasrs.gov)

**Public Safety Personnel Retirement System**  
602-255-5575 | [www.psprs.com](http://www.psprs.com)

**Optional Retirement Plan with Fidelity** | 800-343-0860  
**Optional Retirement Plan with TIAA** | 800-842-2776

## Voluntary retirement plans

Contact your investment provider for options.

## Update your address for W-2 mailing

Your W-2 is mailed to the address on file in the HR Payroll system. To update your address, log in to **My ASU > Profile > Contact Details**.

For assistance, contact the **HR Employee Service Center**  
855-ASU-5081 (855-278-5081) | [HRESC@asu.edu](mailto:HRESC@asu.edu)

## Exit interview

Use the optional online exit interview or schedule a face-to-face meeting. [cfo.asu.edu/leavingasu](http://cfo.asu.edu/leavingasu)

## Unemployment info/resources

**Arizona Department of Economic Security**  
602-364-2722 | [des.az.gov](http://des.az.gov)

## Vacation

Upon separation, whether voluntary or involuntary, you will receive a payout of unused vacation accrual to a maximum of one year's accrual. However, if you are released during your initial probationary period, all accrued vacation time will be used as part of your two-week notice of dismissal. Refer to [SPP 702-01](#) or [ACD 704-01](#)

## Sick leave

Upon separation, unused sick accrual is not paid out.

Retiring employees with 500-1,500 hours of accrued sick leave may receive a payment based on a percentage of their current salary. Application **must** be submitted within 180 days of retirement. Unused balances less than 500 hours or more than 1,500 hours will be forfeited.

Refer to [SPP 701-01](#) or [ACD 702-02](#)

## Parking permits

If you have payroll deduction, return your permit and gate card, as applicable, to PTS or you will be billed for the balance.

**Parking & Transit Services**  
480-965-6124 | [cfo.asu.edu/parking](http://cfo.asu.edu/parking)

## Qualified tuition reduction program

You are entitled to complete the session in which you separate from employment. If retiring, you remain eligible for this program and can use your waiver for future sessions.

**Tuition Assessment Office** | 480-965-6341

## Home and auto insurance

Make arrangements for direct payment of your premiums.  
**MetLife® Auto & Home** | 800-438-6388

## Savings bonds

Payroll will refund any cumulative balance in your account.

## Credit union loan payment

Make arrangements for direct payment of loans.  
**OneAZ Credit Union** | 800-671-1098